



**The Ohio State University – Purchasing Department**

2650 Kenny Road, Columbus, Ohio 43210-1063  
 Telephone 614-292-2694 • Fax 614-292-6913

**Vendor Profile Form**

<b>Order Address</b> (where purchase orders are to be sent) If more than one, attach list with additional addresses.		<b>Remit To Address</b> (if different than order address) If more than one, attach list with additional addresses.	
Name of Company		Name of Company	
Address		Address	
City, State, Zip (or Foreign Country)		City, State, Zip (or Foreign Country)	
Contact Person	Title	Contact Person (Remit To)	Title
Telephone Number	Fax Number	Telephone Number (Remit To)	Fax Number (Remit To)
Web Site	E-Mail	Web Site	E-Mail
Federal Tax I.D. Number Or SSN for 1099 Vendors		Standard F.O.B.	Standard Payment Terms
OSP Customer Number (If Applicable)		Minimum Order Amount	If incorporated, indicate state and year.
DUNS Number	NAIC Code	Number of Employees	Average Annual Receipts

**Organization Type - Please check all that apply:**

Distributor (Whole Sale Trade)  Retailer  Manufacturer  Government  Construction  Educational Institution  Non-Profit Organization  Other: \_\_\_\_\_

Complete the following section with classification status as defined in Federal Acquisition Regulation (FAR) 19.1. Please register your company with the U.S. Small Business Administration. Please go to their web site at <http://www.sba.gov/contractingopportunities/owners/start/regcompany/index.html>. If the company has indicated that it is anything other than a large business, the vendor certifies that it understands the provisions contained in FAR 52.219-1 (d) (2) misrepresentations.

**Please check all that apply:**

Large Business  Small Business  Disadvantaged (Minority) Business  Woman-Owned Business  Located in Hubzone  Veteran-Owned Business  Service-Disabled veteran  Alaska Native Corporations and Indian Tribes  Historically Black Colleges & Universities / Minority Institutions

**Please complete the following section for all applicable Ohio supplier certifications below: See <http://thinkohiofirst.ohio.gov/>.**

Minority Business Enterprise (MBE). See <http://das.ohio.gov/edu/eod/eodmbeoff.htm> to verify status. Attach your current MBE certification letter.  
 Encouraging Diversity Growth & Equity (EDGE). See <http://das.ohio.gov/eod/Edge/Index.htm> to verify status. Attach your current EDGE certification letter.  
 Ohio-Based Suppliers reference Buy Ohio (Ohio Revised Code Sections 125.09 and 125.11).

No Findings for Recovery: The Supplier warrants that it is  or is not  subject to any "unresolved" finding for recovery under Ohio Revised Code Section 9.24.

Name of County where business is located:

Indicate annual supply contracts (i.e. inter-university, state of Ohio or GSA) the company may be listed on.	Please enclose product literature and/or a catalog that describes the products and services that you provide. List any major commodities or services that your company is interested in supplying.
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**Please list at least three customer references.**

Name	Name	Name
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip

I certify that the company's principals and/or directors are not public employees which includes The Ohio State University. I also certify that the above information is accurate. Section 2921.42 of the Ohio revised code prohibits public employees and their families from contracting with The Ohio State University in most instances. I also certify that the company is not debarred in accordance with Federal Acquisition Regulation (FAR) Section 9.4 from receiving federally funded procurements and I certify that the company has no "unresolved findings for recovery" under Ohio Revised Code Section 9.24.

Also, by signing below, the company agrees with The Ohio State University's standard purchase order (PO) terms and conditions available online at:

[http://purchasing.osu.edu/FileStore/PDFs/OSU\\_TermsAndConditions.pdf](http://purchasing.osu.edu/FileStore/PDFs/OSU_TermsAndConditions.pdf).

**\*Important: If a potential for conflict of interest exists, or the company cannot agree to the certifications and PO terms and conditions; return this form unsigned with a signed letter of disclosure and explanation.**

Print Name	Signature
Title	Date

The Ohio State University reserves the right to request information concerning, but not limited to: financial status of applicant, business references, names of principal shareholders of corporation, and equal employment opportunity compliance. Important: if you do not respond to inquiries for the above requested information, your name may be removed from our approved supplier list. Please promptly return this completed form to the Purchasing Department at The Ohio State University.

